

## **AGING PROGRAMS CARE COORDINATOR**

### **DEFINITION**

Under general supervision, is responsible for completing comprehensive health and psychological assessments of assigned consumers and developing a plan of care which meets the consumers' health needs; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Assesses the health and social environment of consumers to determine needs; documents problem areas and desired consumer goals; develops consumer health care plans of action and makes appropriate referrals to agencies serving older adults;

Makes appropriate arrangements through formal and informal services to meet consumer and agency goals;

Conducts telephone interviews regarding nursing facility admission and community-based long term care services for interested individuals;

Interprets and applies program requirements for individuals applying for nursing facility admission or community-based long term care services;

Monitors services delivered to consumers on an ongoing basis to ensure that the consumers' health and safety are maintained;

Makes consumer visitations and reassessments in accordance with agency policies and procedures;

Maintains accurate and up-to-date case records, documenting in accordance to agency policies;

Attends meetings and training sessions as assigned.

### **MINIMUM QUALIFICATIONS**

Possession of a valid State of Ohio license as a Registered Nurse and one (1) year of nursing experience **OR** possession of a valid State of Ohio license as a Social Worker and one (1) year of experience evaluating and coordinating social services for consumers. Substitution(s): A master's degree in nursing or social work may be substituted for the one (1) year of experience.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of nursing or social work principles and practices; general knowledge of home health care and case management principles and practices; general knowledge of local social services and community resources available to older adults; general knowledge of the principles of gerontology; ability to communicate effectively with others, particularly the elderly, and develop and maintain effective working relationships with others; ability to accurately record information on case records.

Probationary Period: 365 Days  
Examination: Noncompetitive

Class Code: 0870  
Job Family: Health & Social Services  
EEO Job Category: Professional  
Compensation Plan: CMAGE/CWA  
Salary: Grade 54

Class established: 11-09-87  
Current spec: 06-25-01  
Commission action taken: Merge/Retitle (Aging Programs Care Coordinator (SS) [0871] Aging Programs Coordinator (HS)  
Revise/Retitle (Aging Programs Case Mgr. H.S. 10/25/93)  
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